



Application for Employment

City of Des Moines
Personnel Department
21630 11th Avenue South
Des Moines, WA 98198
(206) 878-4595

Position Applied For _____

The City of Des Moines considers applicants for all positions without regard to race, color, national origin, sex, religion, sexual orientation, age, disability or any other basis prohibited by federal, state, or local law.

Answer all questions. If a question is not applicable, so state. An incomplete or illegible application may disqualify you. Please print or type.

Last Name _____ First Name _____ M.I. _____

Address _____ Home Phone _____

City _____ State _____ Zip Code _____ Daytime Phone _____

Social Security Number _____

Are you authorized to work in the United States? _____ Yes _____ No

Do you have a valid driver's license? _____ Yes _____ No DL # _____ State _____

Do you currently smoke or use any tobacco product? _____ Yes _____ No

Do you have any relatives presently working for the City of Des Moines? _____ Yes _____ No

If yes, please provide relative's name and position title:

Would you, if required, be willing to travel, work unusual hours, or work overtime? _____ Yes _____ No

Have you previously been employed by the City of Des Moines? _____ Yes _____ No

If yes, please give title and dates of employment:

Title _____ Dates _____

Are you able to perform the essential functions of the job for which you are applying, as you understand them, with or without reasonable accommodation? _____ Yes _____ No

Veterans Preference

Do you qualify for Veteran's Preference under Washington State Law? _____ Yes _____ No

If you qualify for Veteran's Preference points under RCW 41.04.010 and you wish to claim Veteran's Preference, you must attach a Member-4 copy of your DD-214 to your application.

Civil Service Positions Only

Birth date _____ (Applicants for commissioned positions must be 21 years of age at time of application).

Reserve Academy Graduate? _____ Yes _____ No Jurisdiction? _____

Professional References

Name _____ Address _____ Phone No. _____

Name _____ Address _____ Phone No. _____

Name _____ Address _____ Phone No. _____

Education and Training

	<i>Name & Location</i>	<i>Dates of Enrollment</i>	<i>Credits Earned</i>	<i>Major Subject</i>	<i>Type of Degree/Certificate</i>	<i>Date of Degree/Certificate</i>
<i>High School</i>						
<i>College</i>						
<i>Graduate School</i>						
<i>Vocation/ Trade</i>						

Professional Licenses and Certificates

<i>License or Certificate</i>	<i>License or Certificate #</i>	<i>Date Issued</i>	<i>Expiration Date</i>

Computer Skills

<i>Computer Experience</i>	<i>Proficiency (Beginning, Intermediate, or Advanced)</i>
<i>Personal Computer</i>	
<i>Windows File Mgmt</i>	
<i>Microsoft Word</i>	
<i>Microsoft Excel</i>	
<i>Microsoft Access</i>	
<i>Microsoft PowerPoint</i>	
<i>Desktop Publishing</i>	
<i>Other</i>	

The City of Des Moines is mindful of its obligation to consider an applicant's conviction record as it relates to job performance. A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied. **List all convictions within the last ten years, including traffic offenses.**

<i>Date</i>	<i>Charge</i>	<i>Place</i>	<i>Penalty</i>	<i>Remarks</i>

Work History

Beginning with your present or most recent employment, list your work experience for at least the last ten years, including periods of self-employment & U.S. Military Service.

Employer's Name _____ From _____ To _____
 Address _____ Phone _____
 Supervisor's Name _____ Starting Salary _____ Ending Salary _____
 Position _____ Hours Worked Per Week _____
 Primary Duties _____
 Reason for Leaving _____ May We Contact This Employer? Yes No

Employer's Name _____ From _____ To _____
 Address _____ Phone _____
 Supervisor's Name _____ Starting Salary _____ Ending Salary _____
 Position _____ Hours Worked Per Week _____
 Primary Duties _____
 Reason for Leaving _____ May We Contact This Employer? Yes No

Employer's Name _____ From _____ To _____
 Address _____ Phone _____
 Supervisor's Name _____ Starting Salary _____ Ending Salary _____
 Position _____ Hours Worked Per Week _____
 Primary Duties _____
 Reason for Leaving _____ May We Contact This Employer? Yes No

Employment Requirements

1. Immigration Reform Control Act

All City of Des Moines employment offers are contingent upon the applicant meeting the requirements of the Immigration Reform and Control Act. This Act requires the City of Des Moines to verify the identity of every new employee as well as documenting his or her legal right to work in the United States. This verification requires every new employee to complete the Government's Eligibility Verification Form (I-9) . *Positions in the Police Department require U.S. citizenship per RCW 41.21.070.*

2. Background Investigations

Pursuant to RCW 43.43.834, the City of Des Moines has the right to make an inquiry to the Washington State Patrol in order to verify any record of conviction, offenses or adjudication of child abuse, sexual assault, or exploitation of a minor or developmentally disabled person that was brought in a civil action or a disciplinary board. Employment offers are contingent upon the applicant's background investigation when required for certain positions.

3. Abstract of Driving Record

Some positions in the City of Des Moines require an individual to drive a City vehicle. The City of Des Moines has the right to make an inquiry to the Washington State Patrol or an equivalent agency in order to request an abstract of an applicant's driving record. Employment offers are contingent upon the applicant's clean and insurable driving record.

4. Drug & Alcohol Testing Policy

In order to preserve employee fitness for duty, the safety of employees and the public, drug and alcohol testing is required for prospective employees in safety sensitive positions and may be required of current employees in certain positions as prescribed by policy. Employment offers are contingent upon the applicant successfully passing a drug and alcohol screening when required.

Recruitment Information

How did you hear of the job opening?

City of Des Moines

☐ Website ☐ Jobline

Internet

☐ Association of Washington Cities (AWC)

☐ School/College website

☐ Other _____

Newspaper

☐ Tacoma News Tribune ☐ Seattle Times/PI ☐ South County Journal

☐ Des Moines News/Highline Times ☐ The Olympian ☐ Other

Other

☐ City Hall ☐ Woodmont Library ☐ Des Moines Library

☐ Redondo Store/Post Office ☐ Channel 21 ☐ Other _____

Certification

I certify under penalty of perjury that the information given by me to the City of Des Moines is true and complete to the best of my knowledge. I understand that if employed, false or misleading information may result in immediate dismissal. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the City's interest nor will I become engaged in such activity or business if employed.

I authorize the City of Des Moines to solicit information regarding my character, general reputation, credit, previous employment, education, and similar background information, and to contact any and all references I have given on my application. I understand that when such information is required, an offer will be contingent upon evaluation and approval of the information received. I hereby release the City of Des Moines and all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information.

I understand that should I be offered a position as a City of Des Moines employee as a result of this selection process, my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either the City of Des Moines or myself. I understand that no representative of the City of Des Moines, other than the City Manager or his/her designee, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Signature _____ Date _____

Des Moines

Sails with Pride

*We, the employees of the City of Des Moines,
working together in serving our community, endeavor to
project in our words and actions the following values:*

P

Positive

A caring, helpful, service-minded attitude.

R

Resourceful

Creatively responding to meet the needs of the community.

I

Integrity

Serving our community in an open, honest, and professional environment.

D

Dedication

Service to our community to the best of our ability.

E

Excellence

Our commitment to delivering quality.